WEB TIME ENTRY

User Manual
Hourly Employees

Harford Community College
Human Resources/Payroll

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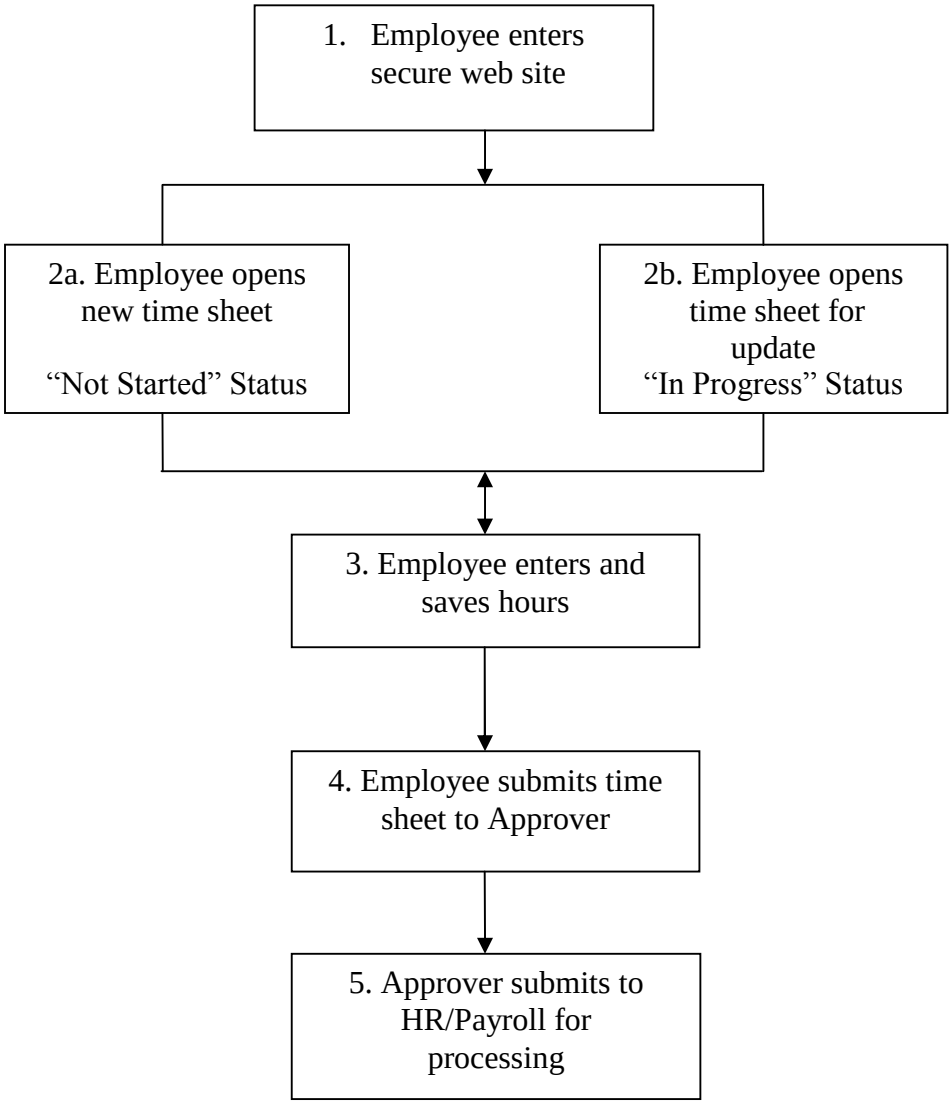
Web Time Entry Flow Chart


1. Employee enters secure web site
2a. Employee opens new time sheet
"Not Started" Status
2b. Employee opens time sheet for update
"In Progress" Status
3. Employee enters and saves hours
4. Employee submits time sheet to Approver
5. Approver submits to HR/Payroll for processing

1. Employee logs on to OwlNet, goes to Work Life tab, and clicks on link for web time entry.

2a. Employee opens the time sheet for the current pay period.

2b. Employee opens a time sheet in progress to update time.

3. Employee enters time and saves time sheet

4. Employee submits time sheet for approval.

5. Approver reviews, returns if necessary, and approves the time sheet. This process of approving the time sheet submits it to HR/payroll for processing.

Introduction

Web Time Entry is a web-based time keeping method for full-time and part-time employees at Harford Community College. Part-time employees are responsible for entering and submitting their hours worked each pay period. Supervisors are responsible for approving time. Once the supervisor has approved the time, the transaction continues through the normal payroll process. This function results in efficient administration of both the time entry process and overall payroll processing procedures.

User Roles

There are a number of roles a user can play in the web time entry process.

Role	**Possible Actions**	**Description**
Originator	Start Modify Submit for Approval	The originator is the creator of the time sheet. Once an originator opens a time sheet, only he/she can submit it for approval. The originator can make changes to the time sheet while it is in *In Progress*, *Returned for Correction*, or *Error* status. The originator may not make changes after the time sheet has been submitted for approval.
Approver	Modify Return for Correction Approve	Approvers have the ability to modify, return, and/or approve time sheets submitted by the originator. An approver's action is required for the time to be processed through the system. **Should an approver return or modify an employee's time sheet, the approver must promptly notify the employee of the changes.**
Proxy	Assumes Approver's privileges	A proxy is an individual who can act as an approver and assume some of the approver's privileges when the designated approver is not available.
Superuser	Start Modify Submit for Approval Return for Correction Approve	Superusers are users who have the ability to start, submit, modify, return, and/or approve time sheets. Payroll and Human Resources staff are designated as superusers.

Time Sheet Transaction Status

A time sheet is assigned different statuses as it progresses through the time entry process. Possible statuses are:

Not Started: The employee has not opened the time sheet.

In Progress: The employee has opened the time sheet and is in the process of entering time for that pay period.

Error: The time sheet may have been submitted with zero hours or hours under earnings codes that do not accrue leave. Records can also appear in error status if the employee does not have enough leave to cover hours entered. Any records in error status should be carefully reviewed to ensure that time has been entered correctly.

Pending: The employee has submitted the time sheet and it is awaiting approval.

Returned for Correction: The approver has returned the time sheet to the employee for correction. The employee must make the necessary corrections and resubmit before the pay period deadline.

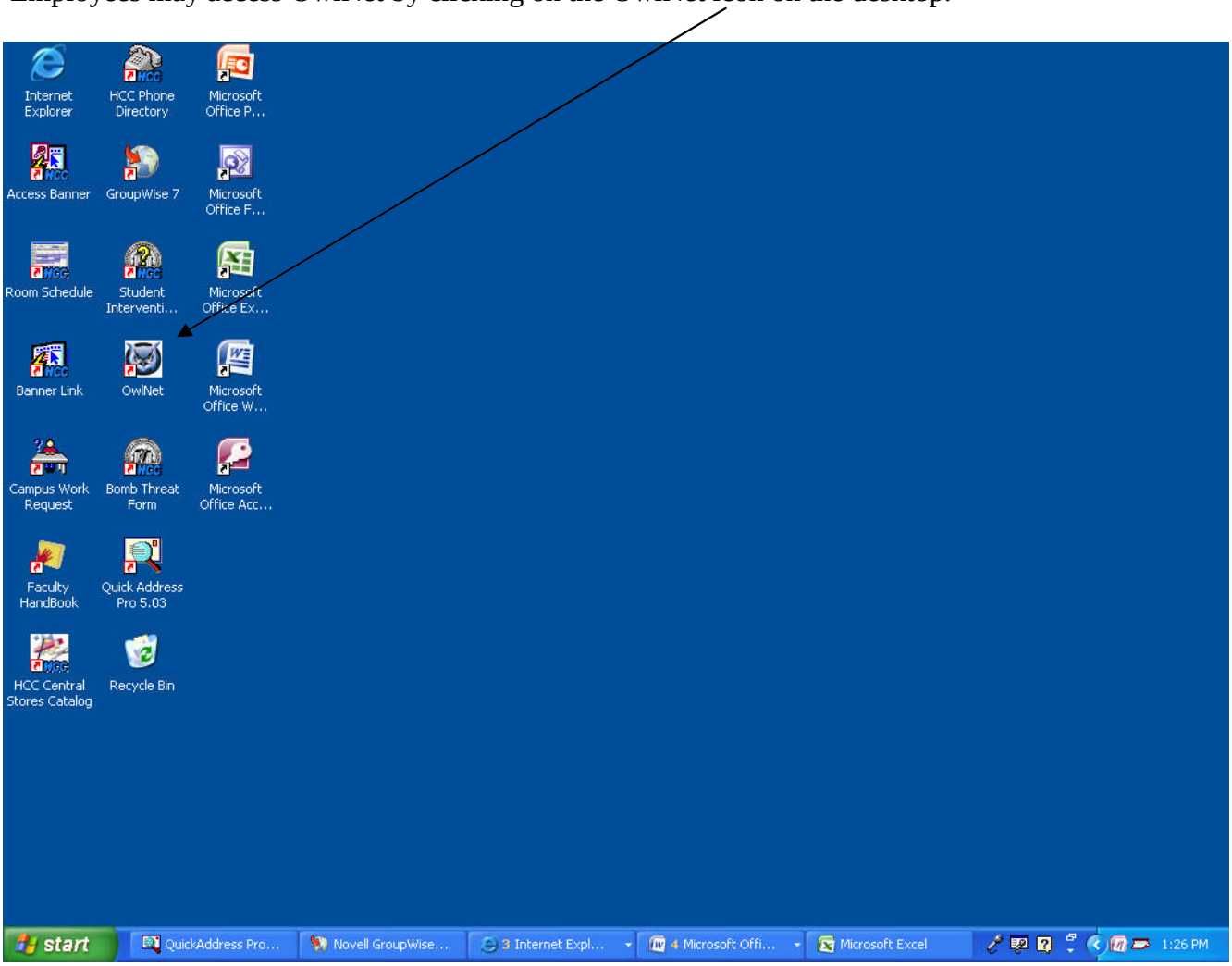
Overridden: This status indicates that a superuser has entered the system and is overriding the regular approval status.

Approved: The time sheet has been approved. Upon approval, time sheets will continue through the payroll process.

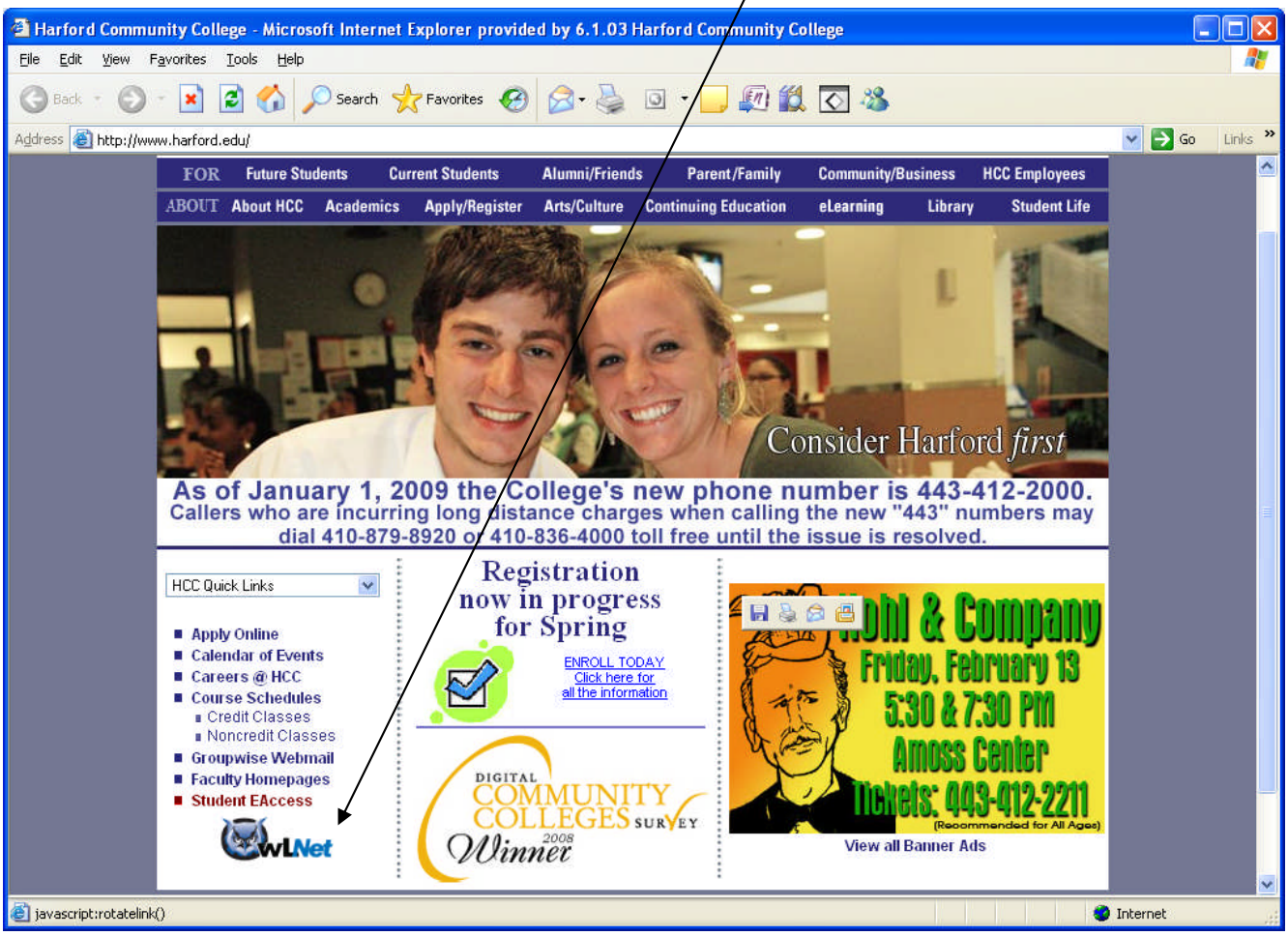
Completed: The time sheet has been received and processed by the Payroll Office.

Logging into OwlNet

Employees may access OwlNet by clicking on the OwlNet icon on the desktop.



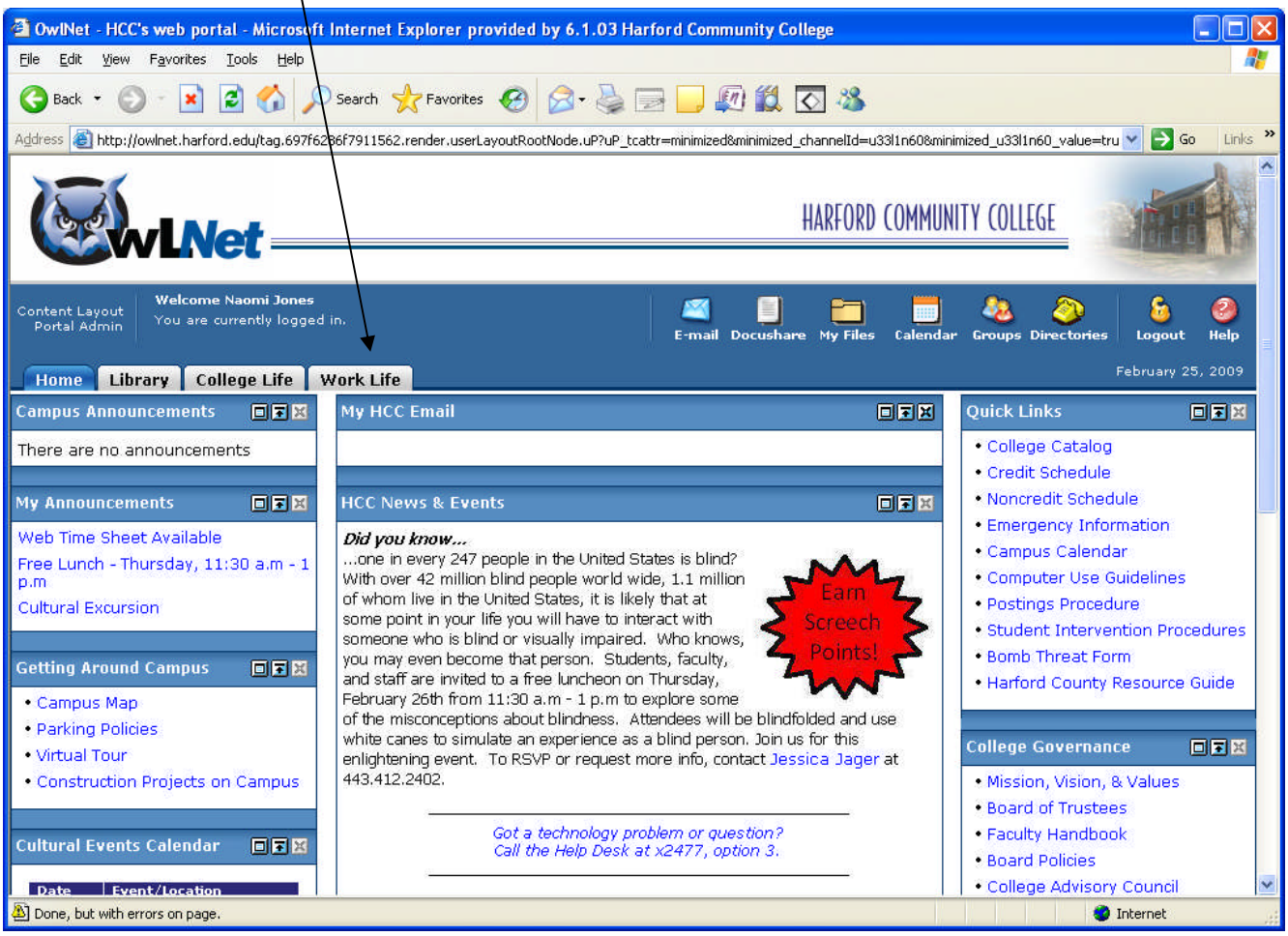
Or, by going to HCC's website and clicking on the OwlNet link.


Harford Community College - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://www.harford.edu/
Go Links
FOR Future Students Current Students Alumni/Friends Parent/Family Community/Business HCC Employees
ABOUT About HCC Academics Apply/Register Arts/Culture Continuing Education eLearning Library Student Life
Consider Harford first
As of January 1, 2009 the College's new phone number is 443-412-2000.
Callers who are incurring long distance charges when calling the new "443" numbers may dial 410-879-8920 or 410-836-4000 toll free until the issue is resolved.
HCC Quick Links
Apply Online
Calendar of Events
Careers @ HCC
Course Schedules
Credit Classes
Noncredit Classes
Groupwise Webmail
Faculty Homepages
Student EAccess
OwlNet
Registration now in progress for Spring
ENROLL TODAY
Click here for all the information
DIGITAL COMMUNITY COLLEGES SURVEY 2008 Winner
Kohl & Company
Friday, February 13
5:30 & 7:30 PM
Amoss Center
Tickets: 443-412-2211
(Recommended for All Ages)
View all Banner Ads
javascript:rotatelink()
Internet

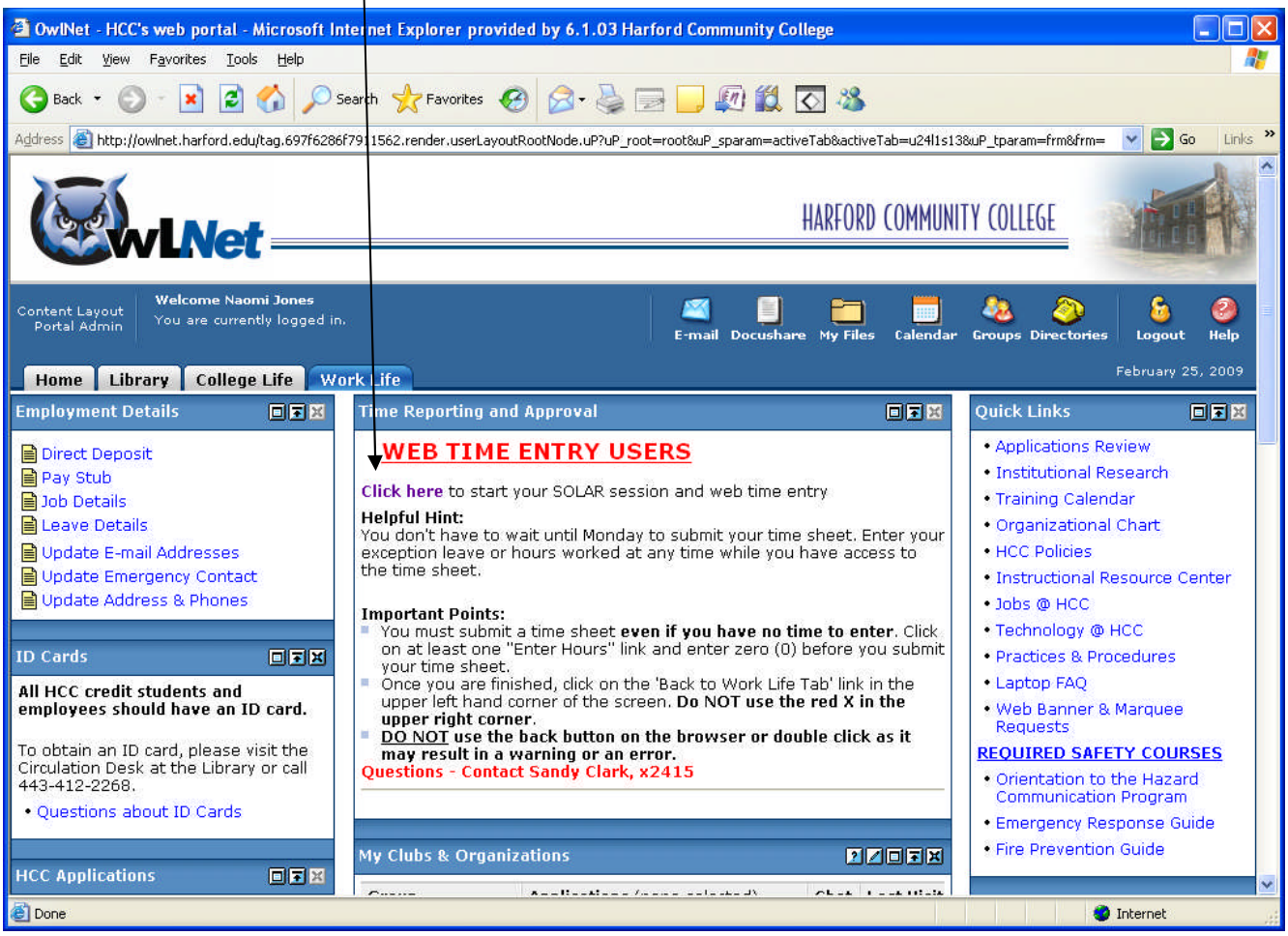
To log in, enter your network username and password.

OwlNet Login - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/cp/home/loginf
Go Links
Welcome to OwlNet
wLNet
secure login
Username:
Password:
Login Cancel
Having problems logging in?
Students | Employees | New Users
› video tutorial of OwlNet
This secure site provides students, faculty and employees a one-stop area to access email, learn about campus events, receive important campus announcements, and conduct college business transactions. Log-in now and explore OwlNet.
HARFORD COMMUNITY COLLEGE
© 2008 Harford Community College
Comments & Suggestions: OwlNet@harford.edu
Done
Internet

Go to the Work Life tab.


OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/tag.697f6286f7911562.render.userLayoutRootNode.uP?uP_tcattr=minimized&minimized_channelId=u33l1n60&minimized_u33l1n60_value=tru
Go Links
OwlNet
HARFORD COMMUNITY COLLEGE
Content Layout
Portal Admin
Welcome Naomi Jones
You are currently logged in.
E-mail Docushare My Files Calendar Groups Directories Logout Help
Home Library College Life Work Life
February 25, 2009
Campus Announcements
There are no announcements
My Announcements
Web Time Sheet Available
Free Lunch - Thursday, 11:30 a.m - 1 p.m
Cultural Excursion
Getting Around Campus
Campus Map
Parking Policies
Virtual Tour
Construction Projects on Campus
Cultural Events Calendar
Date
Event/Location
My HCC Email
HCC News & Events
Did you know...
...one in every 247 people in the United States is blind? With over 42 million blind people world wide, 1.1 million of whom live in the United States, it is likely that at some point in your life you will have to interact with someone who is blind or visually impaired. Who knows, you may even become that person. Students, faculty, and staff are invited to a free luncheon on Thursday, February 26th from 11:30 a.m - 1 p.m to explore some of the misconceptions about blindness. Attendees will be blindfolded and use white canes to simulate an experience as a blind person. Join us for this enlightening event. To RSVP or request more info, contact Jessica Jager at 443.412.2402.
Earn Screech Points!
Got a technology problem or question?
Call the Help Desk at x2477, option 3.
Quick Links
College Catalog
Credit Schedule
Noncredit Schedule
Emergency Information
Campus Calendar
Computer Use Guidelines
Postings Procedure
Student Intervention Procedures
Bomb Threat Form
Harford County Resource Guide
College Governance
Mission, Vision, & Values
Board of Trustees
Faculty Handbook
Board Policies
College Advisory Council
Done, but with errors on page.
Internet

Click on link for web time entry.


OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/tag.697f6286f7911562.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u24l1s13&uP_tparam=frm&frm= Go Links
OwlNet
HARFORD COMMUNITY COLLEGE
Content Layout Portal Admin
Welcome Naomi Jones
You are currently logged in.
E-mail Docushare My Files Calendar Groups Directories Logout Help
Home Library College Life Work Life
February 25, 2009
Employment Details
Direct Deposit
Pay Stub
Job Details
Leave Details
Update E-mail Addresses
Update Emergency Contact
Update Address & Phones
ID Cards
All HCC credit students and employees should have an ID card.
To obtain an ID card, please visit the Circulation Desk at the Library or call 443-412-2268.
Questions about ID Cards
HCC Applications
Time Reporting and Approval
WEB TIME ENTRY USERS
Click here to start your SOLAR session and web time entry
Helpful Hint:
You don't have to wait until Monday to submit your time sheet. Enter your exception leave or hours worked at any time while you have access to the time sheet.
Important Points:
You must submit a time sheet even if you have no time to enter. Click on at least one "Enter Hours" link and enter zero (0) before you submit your time sheet.
Once you are finished, click on the 'Back to Work Life Tab' link in the upper left hand corner of the screen. Do NOT use the red X in the upper right corner.
DO NOT use the back button on the browser or double click as it may result in a warning or an error.
Questions - Contact Sandy Clark, x2415
My Clubs & Organizations
Quick Links
Applications Review
Institutional Research
Training Calendar
Organizational Chart
HCC Policies
Instructional Resource Center
Jobs @ HCC
Technology @ HCC
Practices & Procedures
Laptop FAQ
Web Banner & Marquee Requests
REQUIRED SAFETY COURSES
Orientation to the Hazard Communication Program
Emergency Response Guide
Fire Prevention Guide
Done
Internet

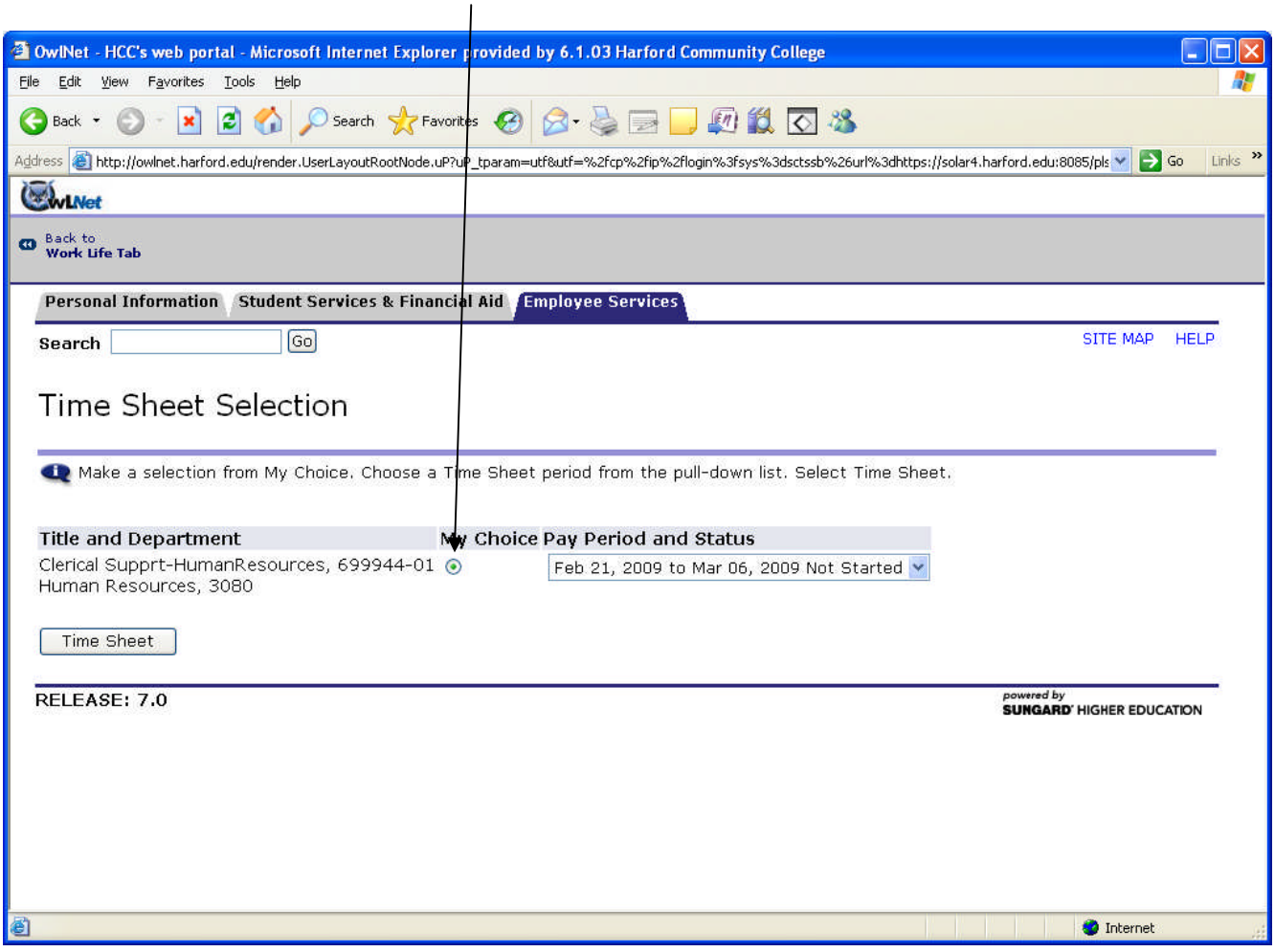
Entering and Submitting Time

Important Tip:

- While entering and/or submitting time, **DO NOT** click the web browser back button. It **will** result in an error.

Click on Time Sheet.

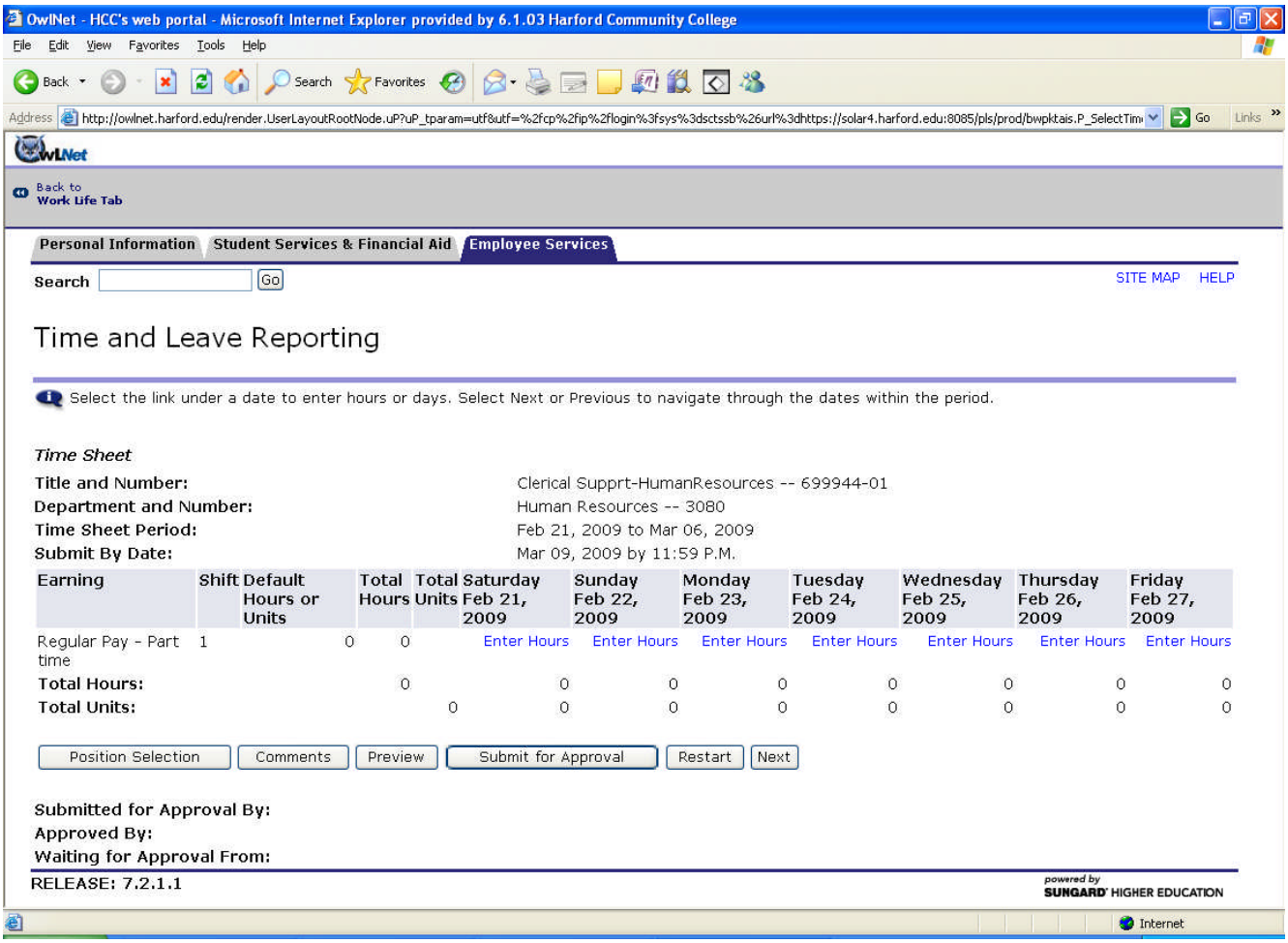
Note: If you have more than one position, you are required to submit time for each position by clicking on the appropriate radio button.



You may begin entering time on the first Tuesday of the pay period. ALL employees must submit time **no later than noon** on Monday following the close of the pay period. **DO NOT attempt to go into a time sheet after this timeline.** Doing so may result in an error. Contact Human Resources if a time sheet needs to be submitted, modified, and/or approved after the timeline.

To enter time, click on the "Enter Hours" link for the appropriate day.

Note: You must submit a time sheet even if you have no time to report. In this case, click on at least one "Enter Hours" link and enter a zero (0). Failure to do so **will** result in an error.



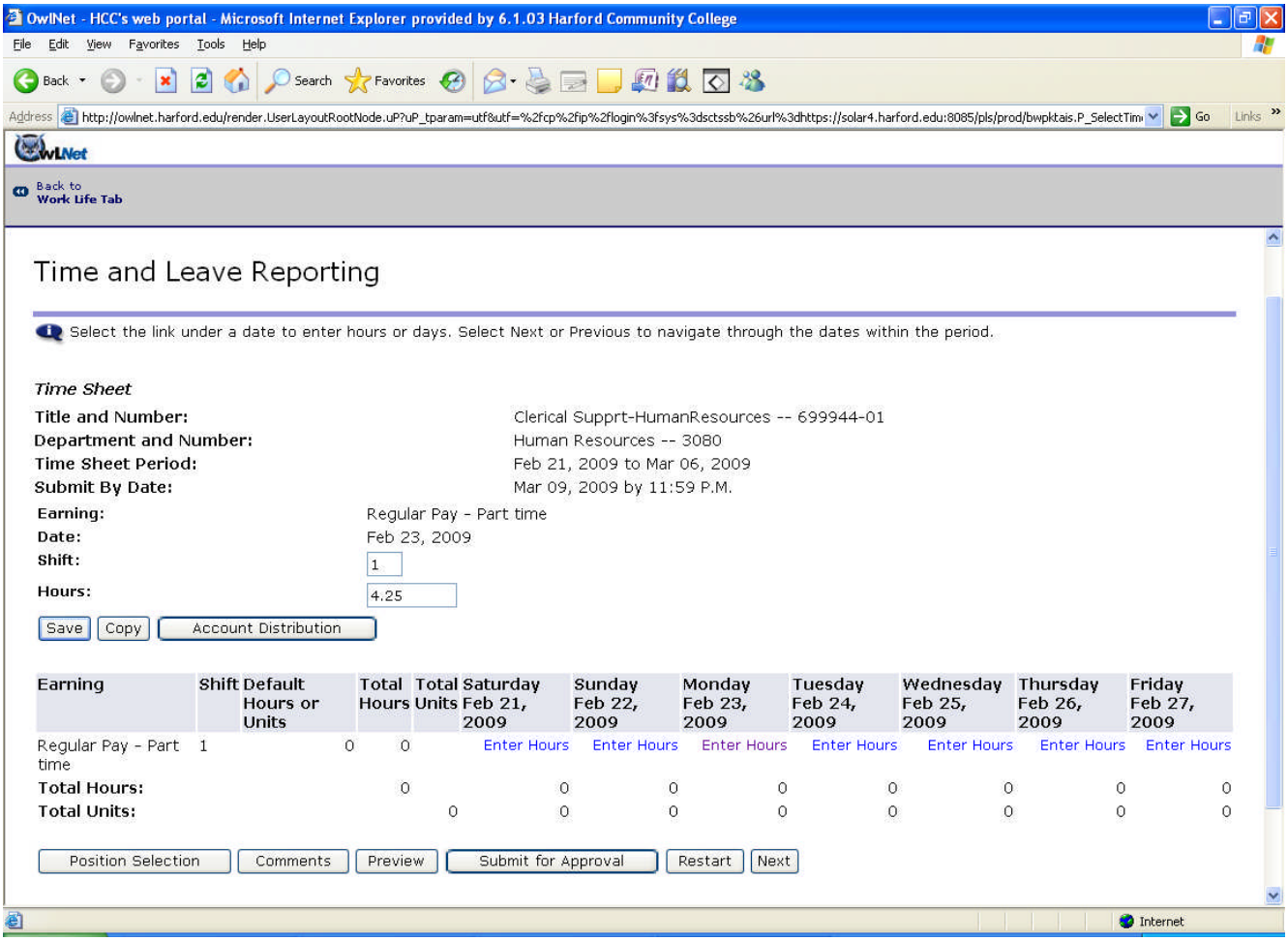
Enter the amount of time in the Hours box. Part-time employees must enter time in quarter hours such as .00, .25, .50, and .75.

Click Save.

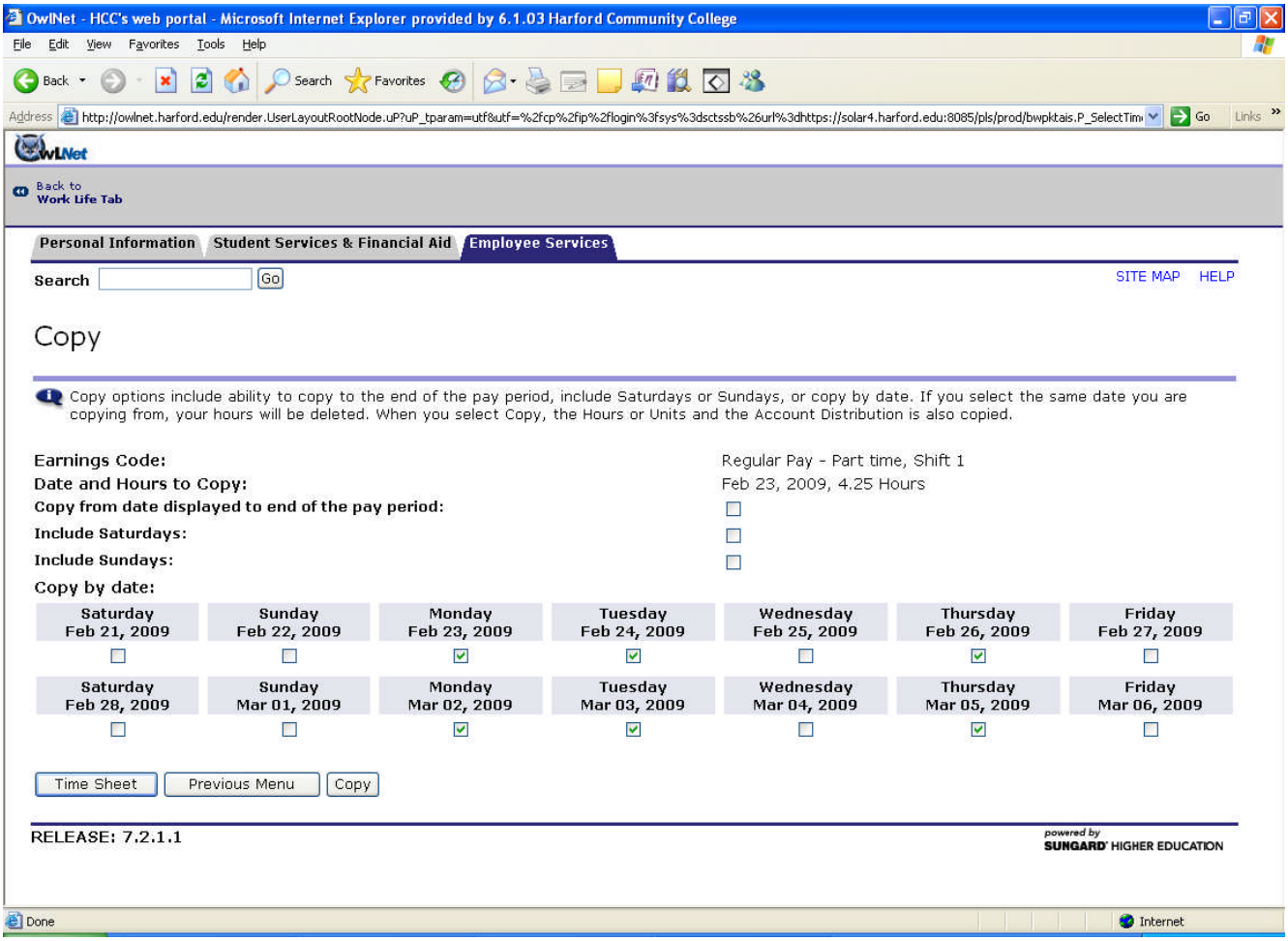
Note: Save does not mean Submit for Approval.

You can enter an equal amount of time on other days by clicking the Copy button after you have entered the number of hours in the Hours box.

Note: To get to the second week of the pay period, click the Next button. To return to the first week of the pay period, click the Previous button.

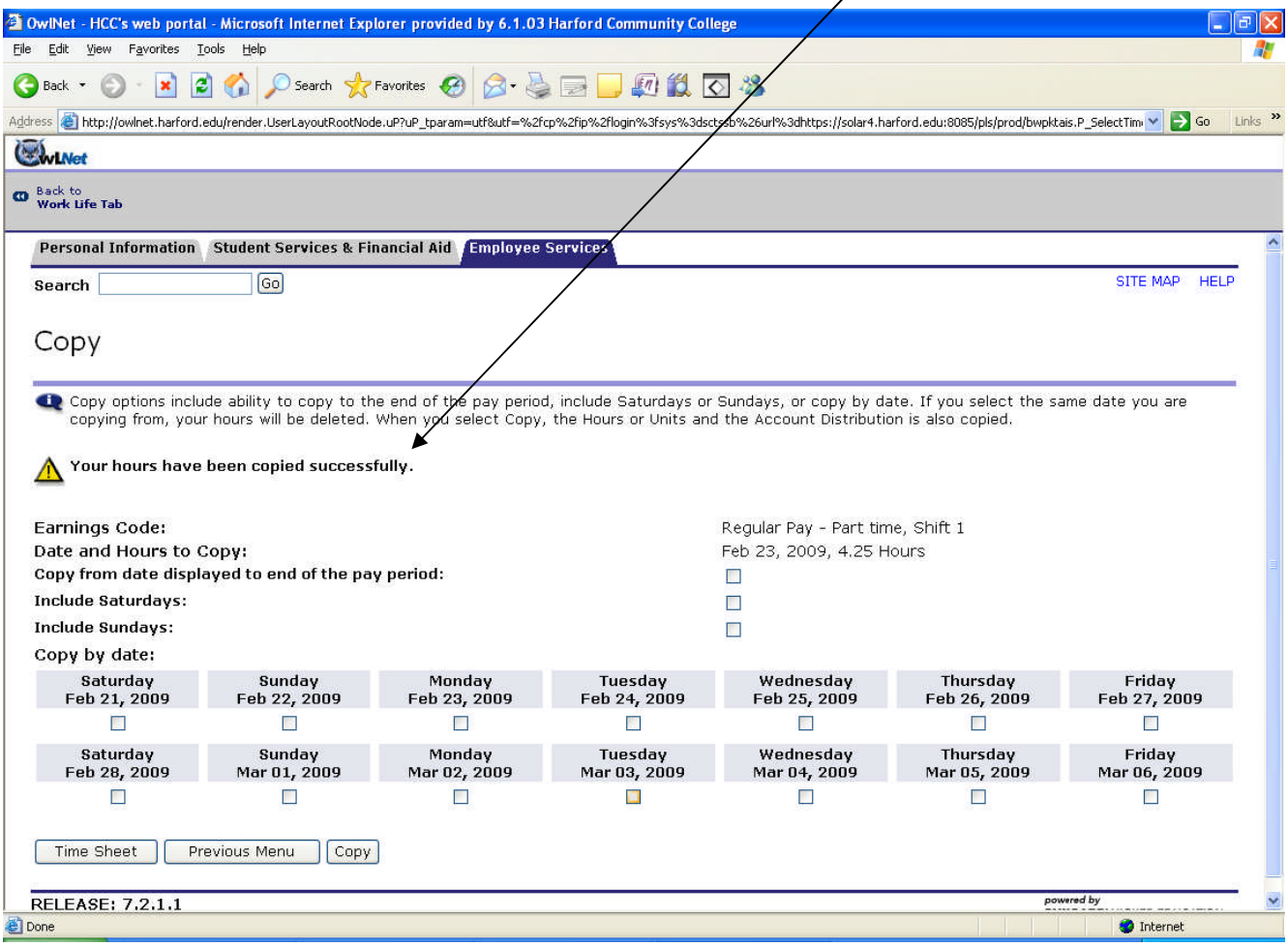

OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/render.UserLayoutRootNode.uP?uP_tparam=utf8&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttps://solar4.harford.edu:8085/pls/prod/bwpktais.P_SelectTim
Go Links
OwlNet
Back to Work Life Tab
Time and Leave Reporting
Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.
Time Sheet
Title and Number: Clerical Supprt-HumanResources -- 699944-01
Department and Number: Human Resources -- 3080
Time Sheet Period: Feb 21, 2009 to Mar 06, 2009
Submit By Date: Mar 09, 2009 by 11:59 P.M.
Earning: Regular Pay - Part time
Date: Feb 23, 2009
Shift: 1
Hours: 4.25
Save Copy Account Distribution
Earning | Shift | Default Hours or Units | Total Hours | Total Units | Saturday Feb 21, 2009 | Sunday Feb 22, 2009 | Monday Feb 23, 2009 | Tuesday Feb 24, 2009 | Wednesday Feb 25, 2009 | Thursday Feb 26, 2009 | Friday Feb 27, 2009
Regular Pay - Part time | 1 | 0 | 0 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours
Total Hours: 0 0 0 0 0 0 0 0
Total Units: 0 0 0 0 0 0 0 0
Position Selection Comments Preview Submit for Approval Restart Next
Internet

Check the box for each day you worked an equal amount of hours and click the Copy button.

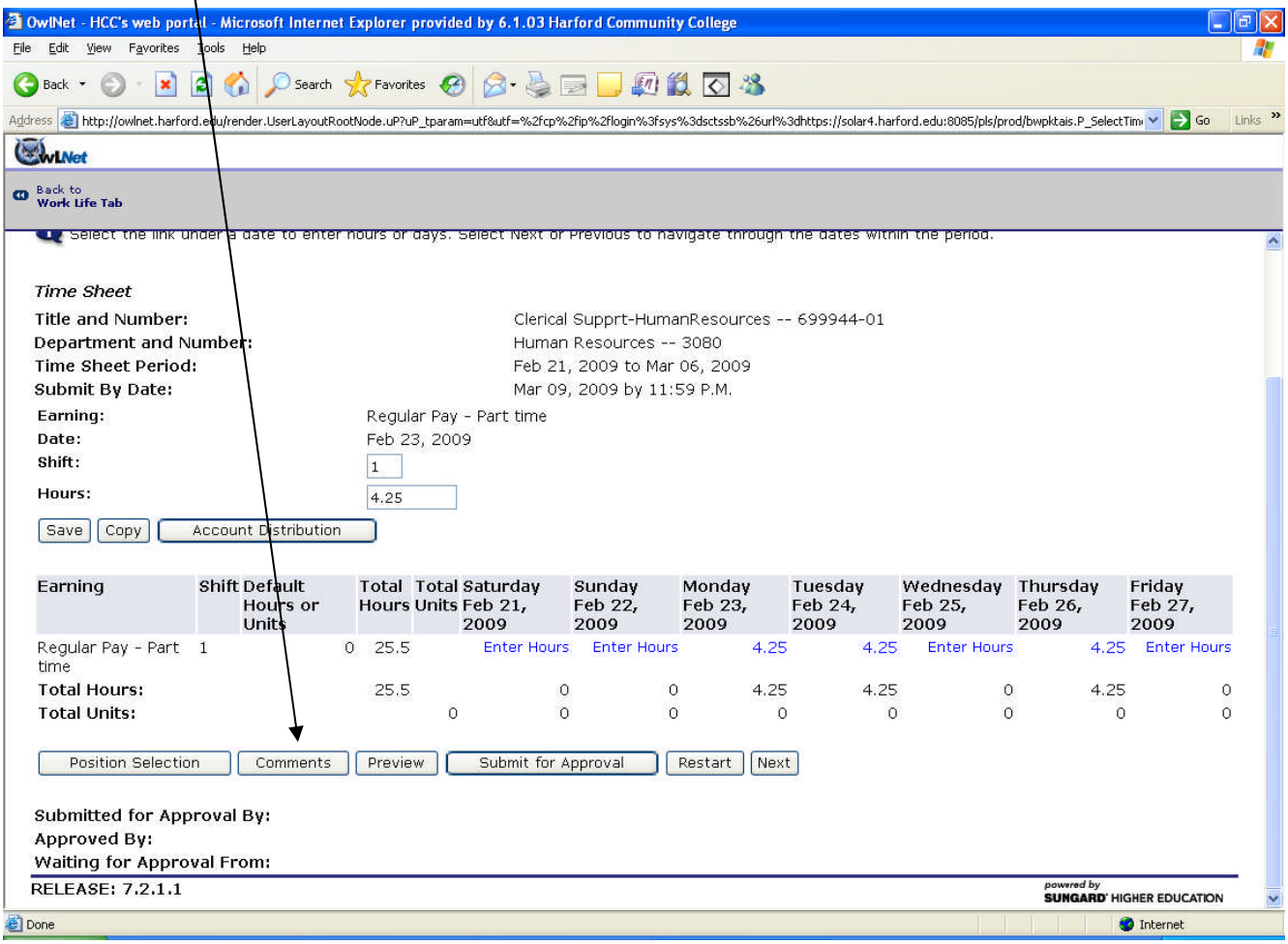

OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/render.UserLayoutRootNode.uP?uP_tparam=utf8&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttps://solar4.harford.edu:8085/pls/prod/bwpktais.P_SelectTim
Go Links
OwlNet
Back to Work Life Tab
Personal Information
Student Services & Financial Aid
Employee Services
Search Go
SITE MAP HELP
Copy
Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.
Earnings Code: Regular Pay - Part time, Shift 1
Date and Hours to Copy: Feb 23, 2009, 4.25 Hours
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:
Saturday Feb 21, 2009
Sunday Feb 22, 2009
Monday Feb 23, 2009
Tuesday Feb 24, 2009
Wednesday Feb 25, 2009
Thursday Feb 26, 2009
Friday Feb 27, 2009
Saturday Feb 28, 2009
Sunday Mar 01, 2009
Monday Mar 02, 2009
Tuesday Mar 03, 2009
Wednesday Mar 04, 2009
Thursday Mar 05, 2009
Friday Mar 06, 2009
Time Sheet
Previous Menu
Copy
RELEASE: 7.2.1.1
powered by SUNGARD HIGHER EDUCATION
Done
Internet

You will receive a message indicating your hours have been copied successfully.

Click the Time Sheet button to return to the time sheet.

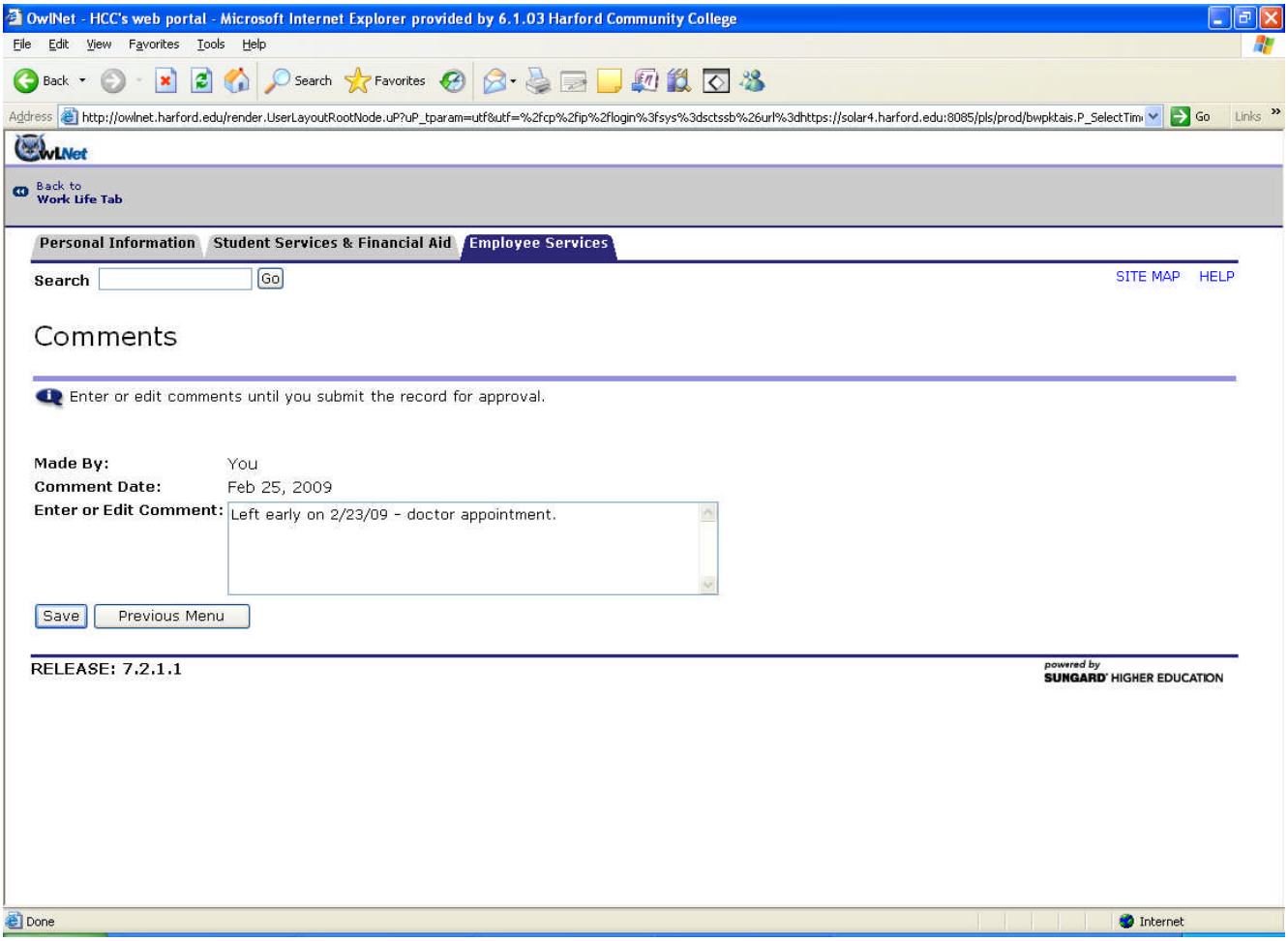

OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/render.UserLayoutRootNode.uP?uP_tparam=utf8&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttps://solar4.harford.edu:8085/pls/prod/bwpktais.P_SelectTim
Go Links
OwlNet
Back to Work Life Tab
Personal Information
Student Services & Financial Aid
Employee Services
Search Go
SITE MAP HELP
Copy
Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.
Your hours have been copied successfully.
Earnings Code: Regular Pay - Part time, Shift 1
Date and Hours to Copy: Feb 23, 2009, 4.25 Hours
Copy from date displayed to end of the pay period:
Include Saturdays:
Include Sundays:
Copy by date:
Saturday Feb 21, 2009
Sunday Feb 22, 2009
Monday Feb 23, 2009
Tuesday Feb 24, 2009
Wednesday Feb 25, 2009
Thursday Feb 26, 2009
Friday Feb 27, 2009
Saturday Feb 28, 2009
Sunday Mar 01, 2009
Monday Mar 02, 2009
Tuesday Mar 03, 2009
Wednesday Mar 04, 2009
Thursday Mar 05, 2009
Friday Mar 06, 2009
Time Sheet
Previous Menu
Copy
RELEASE: 7.2.1.1
powered by
Done
Internet

Click the Comments button if you wish to leave comments for your supervisor.

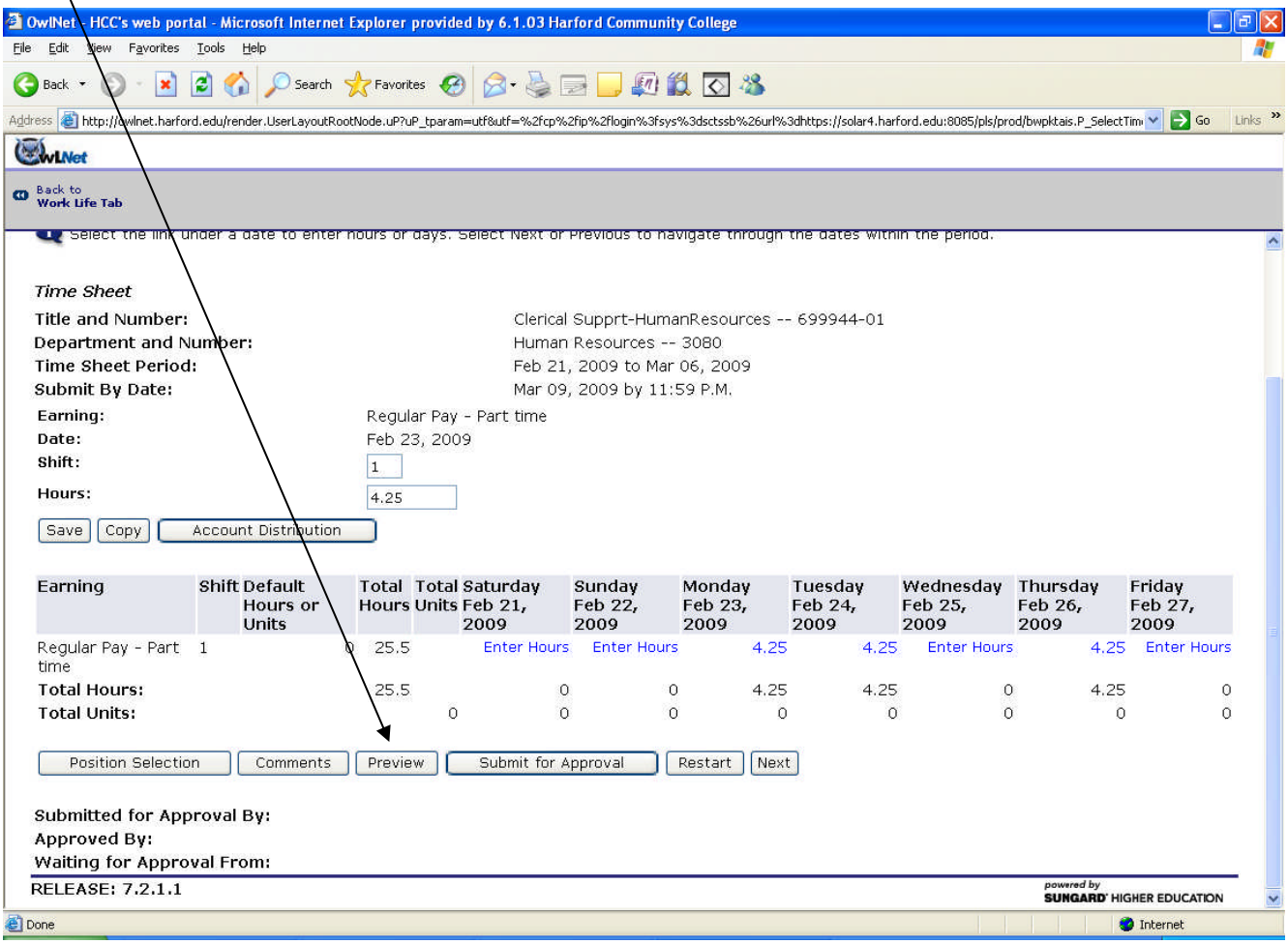

OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back to Work Life Tab
Time Sheet
Title and Number: Clerical Supprt-HumanResources -- 699944-01
Department and Number: Human Resources -- 3080
Time Sheet Period: Feb 21, 2009 to Mar 06, 2009
Submit By Date: Mar 09, 2009 by 11:59 P.M.
Earning: Regular Pay - Part time
Date: Feb 23, 2009
Shift: 1
Hours: 4.25
Save Copy Account Distribution
Position Selection Comments Preview Submit for Approval Restart Next
Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 7.2.1.1
powered by SUNGARD HIGHER EDUCATION
Done
Internet

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 21, 2009	Sunday Feb 22, 2009	Monday Feb 23, 2009	Tuesday Feb 24, 2009	Wednesday Feb 25, 2009	Thursday Feb 26, 2009	Friday Feb 27, 2009
Regular Pay - Part time	1	0	25.5		Enter Hours	Enter Hours	4.25	4.25	Enter Hours	4.25	Enter Hours
Total Hours:			25.5		0	0	4.25	4.25	0	4.25	0
Total Units:				0	0	0	0	0	0	0	0

Enter comments and click Save. Click Previous Menu to return to time sheet.

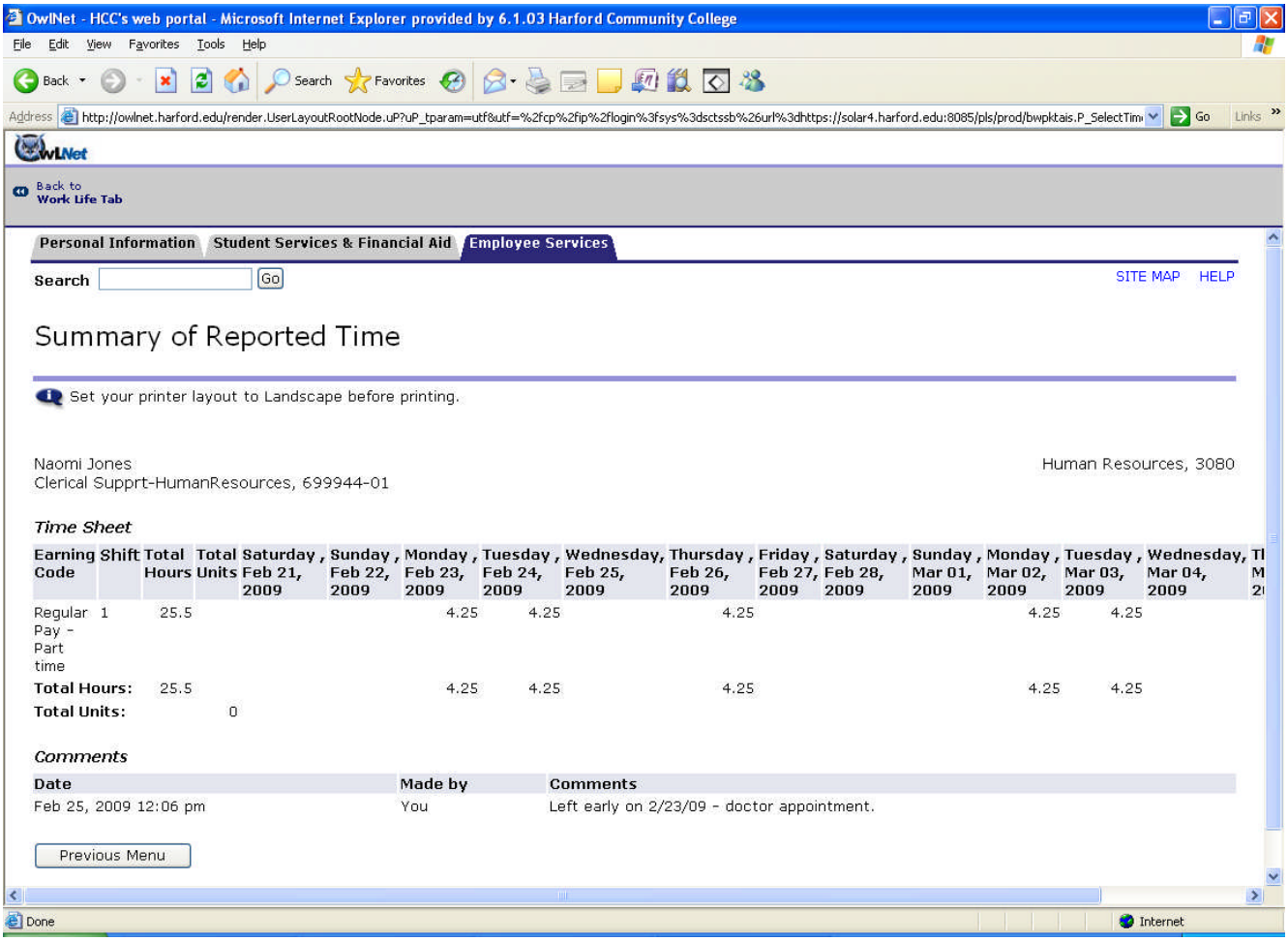


Preview time before submitting for approval to ensure accuracy.


OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back to Work Life Tab
Time Sheet
Title and Number: Clerical Supprt-HumanResources -- 699944-01
Department and Number: Human Resources -- 3080
Time Sheet Period: Feb 21, 2009 to Mar 06, 2009
Submit By Date: Mar 09, 2009 by 11:59 P.M.
Earning: Regular Pay - Part time
Date: Feb 23, 2009
Shift: 1
Hours: 4.25
Save Copy Account Distribution
Position Selection Comments Preview Submit for Approval Restart Next
Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 7.2.1.1
powered by SUNGARD HIGHER EDUCATION
Done
Internet

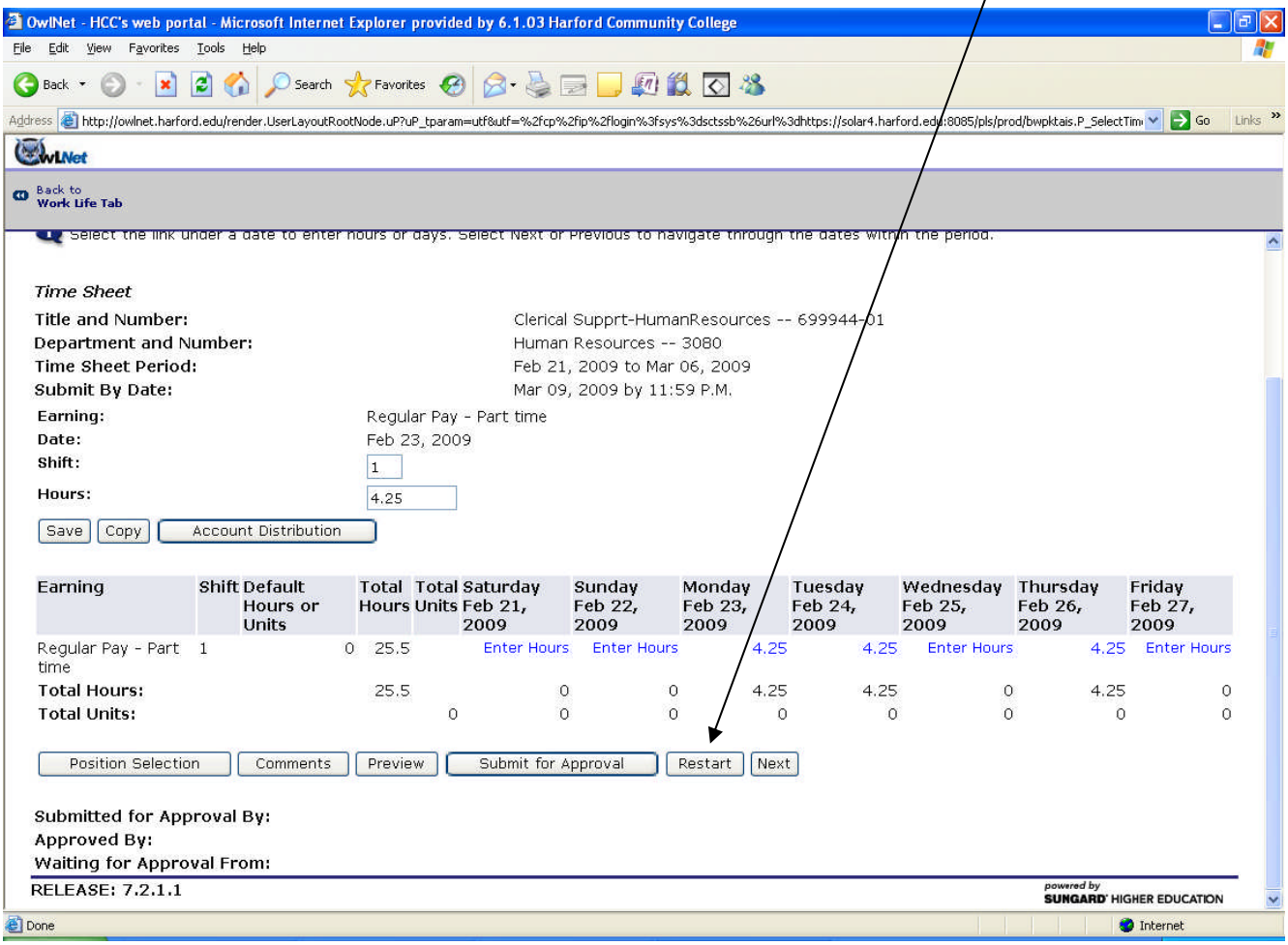
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 21, 2009	Sunday Feb 22, 2009	Monday Feb 23, 2009	Tuesday Feb 24, 2009	Wednesday Feb 25, 2009	Thursday Feb 26, 2009	Friday Feb 27, 2009
Regular Pay - Part time	1	0	25.5		Enter Hours	Enter Hours	4.25	4.25	Enter Hours	4.25	Enter Hours
Total Hours:			25.5		0	0	4.25	4.25	0	4.25	0
Total Units:				0	0	0	0	0	0	0	0

You will have to scroll to the right to see the entire pay period.


OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/render.UserLayoutRootNode.uP?uP_tparam=utf8&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttps://solar4.harford.edu:8085/pls/prod/bwpktais.P_SelectTim
Go Links
OwlNet
Back to Work Life Tab
Personal Information
Student Services & Financial Aid
Employee Services
Search
Go
SITE MAP HELP
Summary of Reported Time
Set your printer layout to Landscape before printing.
Naomi Jones
Clerical Supprt-HumanResources, 699944-01
Human Resources, 3080
Time Sheet
Earning Code | Shift | Total Hours | Total Units | Saturday , Feb 21, 2009 | Sunday , Feb 22, 2009 | Monday , Feb 23, 2009 | Tuesday , Feb 24, 2009 | Wednesday, Feb 25, 2009 | Thursday , Feb 26, 2009 | Friday , Feb 27, 2009 | Saturday , Feb 28, 2009 | Sunday , Mar 01, 2009 | Monday , Mar 02, 2009 | Tuesday , Mar 03, 2009 | Wednesday, Mar 04, 2009
Regular Pay - Part time | 1 | 25.5 | | | | 4.25 | 4.25 | | 4.25 | | | | 4.25 | 4.25 |
Total Hours: 25.5 4.25 4.25 4.25 4.25 4.25
Total Units: 0
Comments
Date | Made by | Comments
Feb 25, 2009 12:06 pm | You | Left early on 2/23/09 - doctor appointment.
Previous Menu
Done
Internet

If you wish to erase all your time entry and restart your time sheet, click on the Restart button.

Note: You may not restart a time sheet once it has been submitted for approval. Your supervisor must return it to you for correction.


OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
Back to Work Life Tab
Time Sheet
Title and Number: Clerical Supprt-HumanResources -- 699944-01
Department and Number: Human Resources -- 3080
Time Sheet Period: Feb 21, 2009 to Mar 06, 2009
Submit By Date: Mar 09, 2009 by 11:59 P.M.
Earning: Regular Pay - Part time
Date: Feb 23, 2009
Shift: 1
Hours: 4.25
Save
Copy
Account Distribution
Position Selection
Comments
Preview
Submit for Approval
Restart
Next
Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 7.2.1.1
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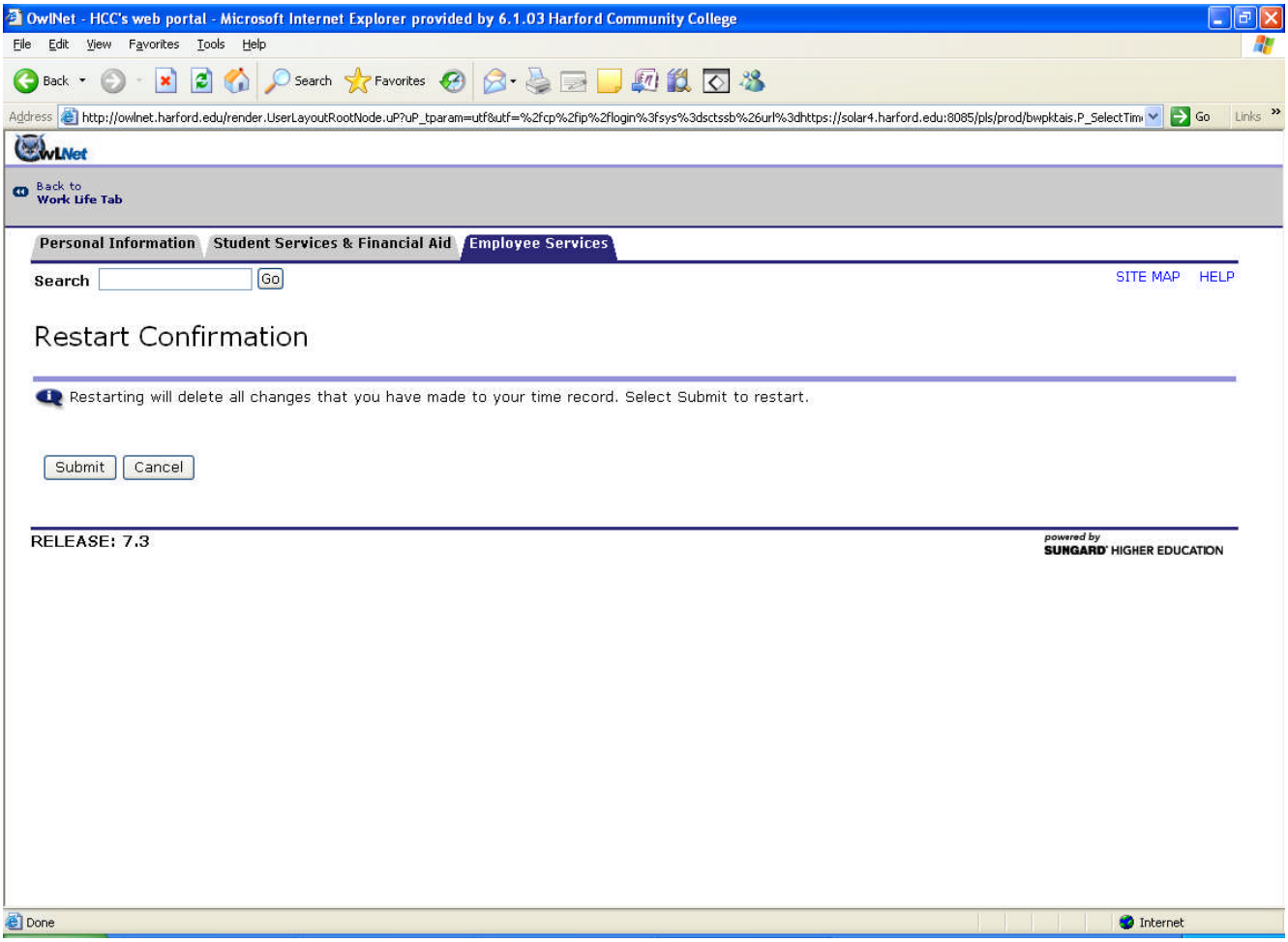
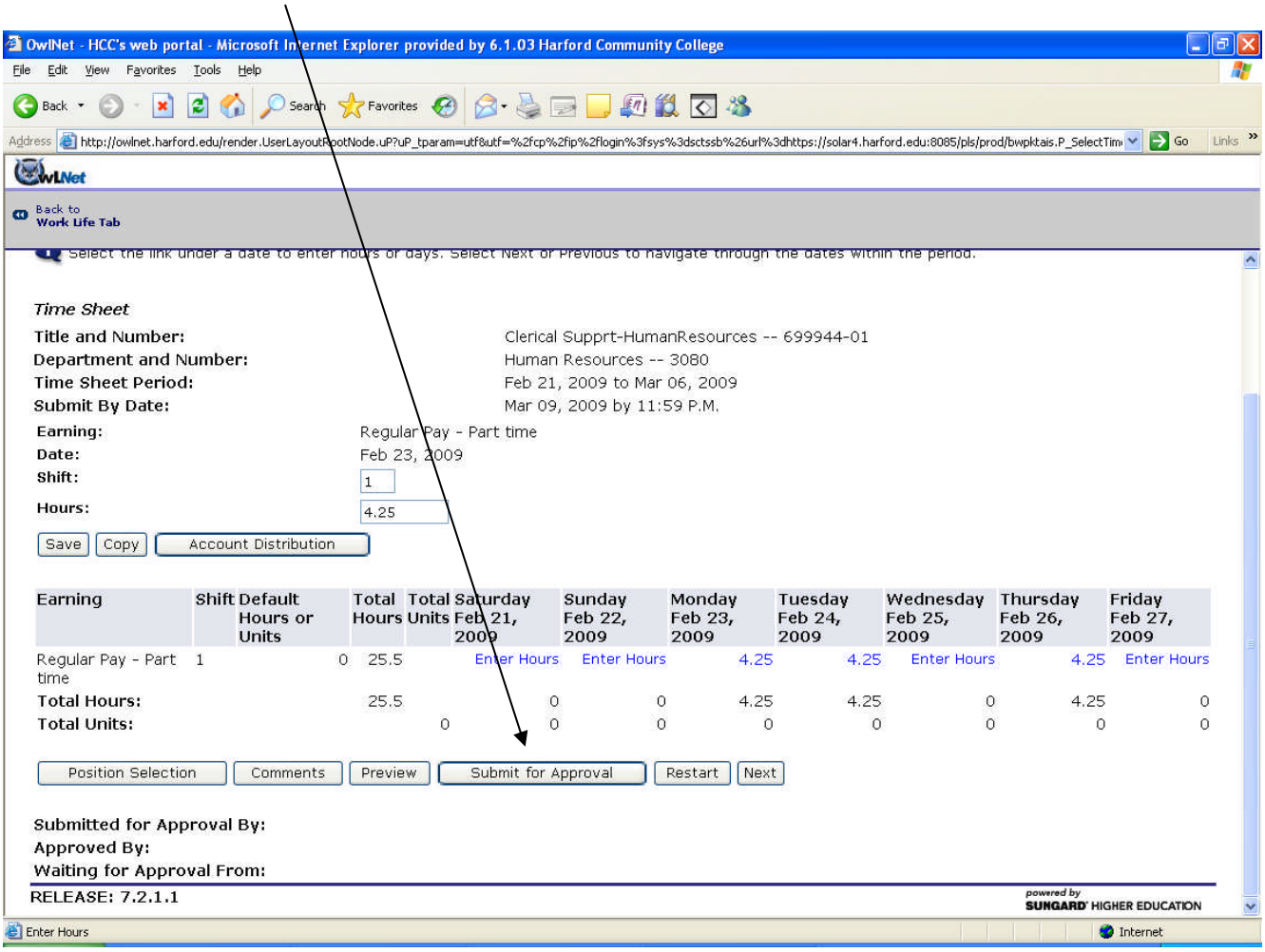
You will receive a Restart Confirmation message. If you want to restart your time sheet, click the Submit button.



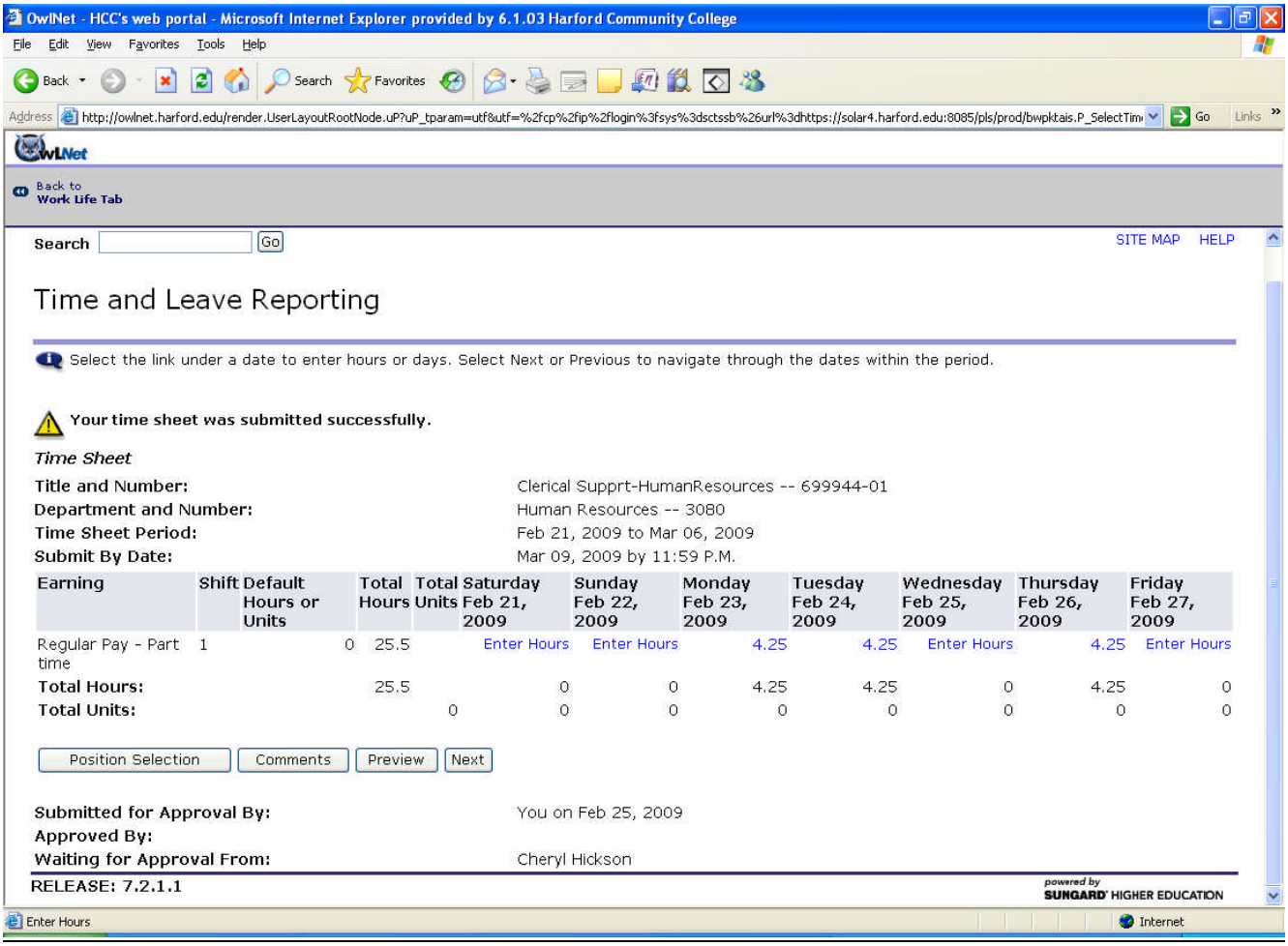
When you have entered all your time worked for the pay period, you must submit your time sheet.

Click on Submit for Approval.

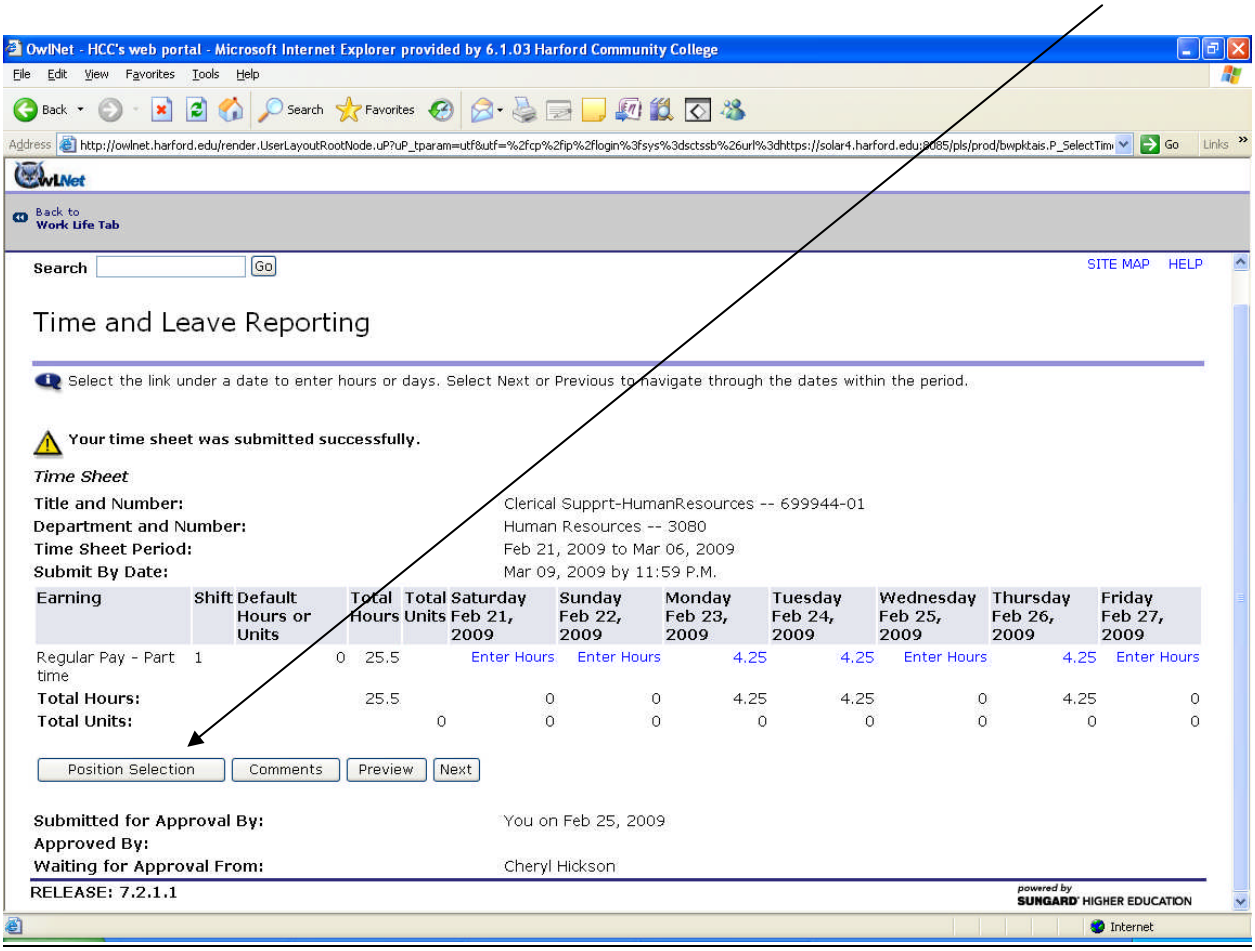

OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttps://solar4.harford.edu:8085/pls/prod/bwpktais.P_SelectTim
Go Links
OwlNet
Back to Work Life Tab
Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.
Time Sheet
Title and Number: Clerical Supprt-HumanResources -- 699944-01
Department and Number: Human Resources -- 3080
Time Sheet Period: Feb 21, 2009 to Mar 06, 2009
Submit By Date: Mar 09, 2009 by 11:59 P.M.
Earning: Regular Pay - Part time
Date: Feb 23, 2009
Shift: 1
Hours: 4.25
Save Copy Account Distribution
Earning | Shift | Default Hours or Units | Total Hours | Total Units | Saturday Feb 21, 2009 | Sunday Feb 22, 2009 | Monday Feb 23, 2009 | Tuesday Feb 24, 2009 | Wednesday Feb 25, 2009 | Thursday Feb 26, 2009 | Friday Feb 27, 2009
Regular Pay - Part time | 1 | 0 | 25.5 | | Enter Hours | Enter Hours | 4.25 | 4.25 | Enter Hours | 4.25 | Enter Hours
Total Hours: | | | 25.5 | | 0 | 0 | 4.25 | 4.25 | 0 | 4.25 | 0
Total Units: | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Position Selection Comments Preview Submit for Approval Restart Next
Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 7.2.1.1
powered by SUNGARD HIGHER EDUCATION
Enter Hours
Internet

You will receive a message that your time sheet was submitted successfully.

You will also see the status of your time sheet at the bottom of the screen.


OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
File Edit View Favorites Tools Help
Back Search Favorites
Address http://owlnet.harford.edu/render.UserLayoutRootNode.uP?uP_tparam=utf8&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb%26url%3dhttps://solar4.harford.edu:8085/pls/prod/bwpktais.P_SelectTim
Go Links
OwlNet
Back to Work Life Tab
Search Go
SITE MAP HELP
Time and Leave Reporting
Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.
Your time sheet was submitted successfully.
Time Sheet
Title and Number: Clerical Supprt-HumanResources -- 699944-01
Department and Number: Human Resources -- 3080
Time Sheet Period: Feb 21, 2009 to Mar 06, 2009
Submit By Date: Mar 09, 2009 by 11:59 P.M.
Earning Shift Default Hours or Units Total Hours Total Units Saturday Feb 21, 2009 Sunday Feb 22, 2009 Monday Feb 23, 2009 Tuesday Feb 24, 2009 Wednesday Feb 25, 2009 Thursday Feb 26, 2009 Friday Feb 27, 2009
Regular Pay - Part time 1 0 25.5 Enter Hours Enter Hours 4.25 4.25 Enter Hours 4.25 Enter Hours
Total Hours: 25.5 0 0 4.25 4.25 0 4.25 0
Total Units: 0 0 0 0 0 0 0 0
Position Selection Comments Preview Next
Submitted for Approval By: You on Feb 25, 2009
Approved By:
Waiting for Approval From: Cheryl Hickson
RELEASE: 7.2.1.1
powered by SUNGARD HIGHER EDUCATION
Enter Hours
Internet

If you have another position for which you must submit a time sheet, click Position Selection and repeat the process for entering and submitting time.


OwlNet - HCC's web portal - Microsoft Internet Explorer provided by 6.1.03 Harford Community College
Back to Work Life Tab
Search
Go
SITE MAP
HELP
Time and Leave Reporting
Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.
Your time sheet was submitted successfully.
Time Sheet
Title and Number: Clerical Supprt-HumanResources -- 699944-01
Department and Number: Human Resources -- 3080
Time Sheet Period: Feb 21, 2009 to Mar 06, 2009
Submit By Date: Mar 09, 2009 by 11:59 P.M.
Earning | Shift | Default Hours or Units | Total Hours | Total Units | Saturday Feb 21, 2009 | Sunday Feb 22, 2009 | Monday Feb 23, 2009 | Tuesday Feb 24, 2009 | Wednesday Feb 25, 2009 | Thursday Feb 26, 2009 | Friday Feb 27, 2009
Regular Pay - Part time | 1 | 0 | 25.5 | | Enter Hours | Enter Hours | 4.25 | 4.25 | Enter Hours | 4.25 | Enter Hours
Total Hours: 25.5 | 0 | 0 | 4.25 | 4.25 | 0 | 4.25 | 0
Total Units: 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0
Position Selection
Comments
Preview
Next
Submitted for Approval By: You on Feb 25, 2009
Approved By:
Waiting for Approval From: Cheryl Hickson
RELEASE: 7.2.1.1
powered by SUNGARD HIGHER EDUCATION
Internet

Troubleshooting

Problems:

Problem	**Reason**	**Possible Solution**
No Work Life tab in OwlNet.	Employee does not have a primary job.	Contact Human Resources.
Cannot log into SOLAR.	Employee may need to have password reset.	Contact Human Resources.
No time sheets are displayed in my Time Approval channel.	Employee has not submitted a time sheet.	Wait for employee to submit his/her time sheet.
Days are missing on my time sheet.	Employee's job started or ended within a payroll period.	Employees can only enter time on days corresponding to their active job.
An error has been discovered on a time sheet and the record has been approved.	Once a record has been approved, it cannot be modified.	Any corrections/adjustments must be submitted to the Payroll Office via email by the supervisor.
An employee who no longer works for my organization has a time sheet displaying on my Departmental Summary screen.	The employee's termination paperwork is still being processed.	Contact Human Resources immediately.
Time sheet is in Error status.	The employee has attempted to submit the time sheet while potential errors exist that may prevent the record from being approved.	There are a number of actions that may trigger a time sheet to go into error status. Locate the error in the Error Message table below and review the possible solutions for approving the record.

Troubleshooting

Error Messages:

Error Message	Reason	Possible Solution
WARNING Possible Insufficient Leave Balance.	The employee may be taking more leave than available.	This information will appear on a report run by the Payroll Office and will be resolved at this level.
WARNING No hours entered.	A time sheet was submitted without any hours or a zero (0) entered.	Enter at least one zero (0) into the time sheet to prevent the warning from displaying.
ERROR No hours entered.	No hours have been entered into the time sheet and the record is in Error status.	Time sheets must always contain at least one zero (0) entered into an earnings code (Enter Hours) field when the employee does not have any time to report for the payroll period. Not entering a zero (0) results with the record being placed in an Error status where it cannot be approved. The employee (originator) must Restart the time sheet to clear the error and enter a zero (0) in one of the Enter Hours fields. Then submit the record for approval.
ERROR Submit not allowed.	A record was attempted to be submitted more than once.	This error can occur when the user double clicks on the Submit for Approval button or if the user attempts to use the Web browser back button and make changes to the record after it was submitted. Restart the time sheet to clear the error before submitting for approval and re-enter any hours previously entered before the restart.

Error Message	Reason	Possible Solution
ERROR Approval not allowed.	A record was attempted to be approved more than once.	This error can occur when the user double clicks on the Approve button or attempts to use the Web browser back button and make changes to return to records already approved. Restart the time sheet to clear the error before submitting for approval and re-enter any hours previously entered before the restart.
ERROR Time transaction already exists	Employee attempted to start a time sheet that has already been initiated and is in an In Progress status.	This error can occur when the user double clicks when starting a time sheet or attempts to use the Web browser back button after previously selecting and starting a time sheet. Restart the time sheet to clear the error before submitting for approval and re-enter any hours previously entered before the restart.
ERROR You have no records available at this time. Please contact your Payroll Administrator if you have any questions.	Employee record has not been set up for time entry via the web.	Contact Human Resources.
ERROR A break-in attempt was detected.	Employee may have accessed record at same time as Approver or Superuser OR a true break-in attempt occurred.	Contact Human Resources. Employee may need to have the password reset.
ERROR The user ID for all Approvers must be defined on GOAEACC.	There is a problem with the Approvers security setup.	Contact Human Resources.

Important Notes

- Hourly employees are paid on a two-week lag.
- **DO NOT** use the web browser back button.
- You must submit a time sheet even if you have no time to report. In this case, click on at least one "Enter Hours" links and enter zero (0).

Contact Information

Human Resources:
Stephanie Welch, ext. 2415
Toni Epstein, ext. 2202

Payroll:
Diane Stoll, ext. 2368
Joy Kessler, ext. 2183